

CONFIDENTIAL**SECURITY INFORMATION**

2 February 1953

MEMORANDUM FOR: CHIEF, OFFICE OF TRAINING

ATTENTION:

SUBJECT: Clerical and Administrative Courses

The Career Management Board of the Paramilitary Staff is currently reviewing the formal and specialized training received in the past by responsible administrative and clerical personnel of this Staff. It would be helpful, in order to improve the standards of our personnel in this category, if we could receive a listing of all of the courses given by your office which could be useful to further the career and efficiency of promising employees presently holding administrative and clerical positions in this Staff.

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*TR(14) only
1507 R.*

Asst. Training Officer, OPOI/O&T

Assistant

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Document No. 20
NO CHANGE in Class. ☒
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Class. CHANGED TO: TS S C
Auth: DDA Memo, 4 APR 77
Auth: DDA REG. 77/1163
Date: 270278 By:

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31 Feb 7